

**CITY OF NEWTON
PURCHASING DEPARTMENT**

CONTRACT FOR THE PLANNING DEPARTMENT

**REQUEST FOR PROPOSAL:
EARLY INDUSTRIAL PERIOD ARCHITECTUAL
SURVEY PHASE III
*RFP #15-10***

Proposal Due Date: September 4, 2014 at 10:00 a.m.

JULY 2014

Setti D. Warren, Mayor

**CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT**

July 24, 2014

REQUEST FOR PROPOSAL #15-10

EARLY INDUSTRIAL PERIOD ARCHITECTURAL SURVEY - PHASE III

I. DECISION TO USE COMPETITIVE SEALED PROPOSALS

The *Chief Procurement Officer* has determined that in order to select the most advantageous proposal for historic preservation services for the City of Newton Planning and Development Department, comparative judgments of technical factors and not price alone must be considered. Specifically the individual(s)/firm serving in this capacity must have as broad a range of experience with history, architectural history, and historic preservation as possible.

II. INSTRUCTIONS TO PROPOSERS

- A. **GOVERNING LAW and DEADLINE FOR SUBMISSION:** All proposals must be submitted in accordance with Massachusetts General Laws Chapter 30B, Section 6, to the *Chief Procurement Officer* in the Purchasing Department, Newton City Hall, 1000 Commonwealth Avenue, Room 204, Newton, MA 02459, **no later than 10:00 a.m., Thursday, September 4, 2014.**

Proposals shall consist of two parts: (i) a Technical Proposal, which shall consist of all information responsive to this RFP except the fee the proposer will charge for its services hereunder and (ii) a Price Proposal, which shall consist solely of the proposed fee. Proposers shall submit **one original, three (3) copies and ONE (1) CD version of the Technical Proposal** in one envelope and **one (1) Price Proposal** in a separate sealed envelope. Please ensure that Technical and Price Proposals are submitted in **separate sealed envelopes**. A Technical Proposal which includes Price Proposal information may be rejected as non-responsive.

Envelopes shall be marked:

1. **“TECHNICAL PROPOSAL - RFP #15-10 - Early Industrial Period Architectural Survey Phase III”**

Proposals must have information submitted in the same order of the criteria as listed in this RFP and pages shall be numbered in the bottom footer. Proposals must have a Table of Contents listing the page number providing documentation that demonstrates they have met each of the criteria listed.

2. **“PRICE PROPOSAL – RFP #15-10 - Early Industrial Period Architectural Survey Phase III”**

IF PRICE IS INCLUDED IN THE TECHNICAL PROPOSAL, THE PROPOSAL WILL BE DISQUALIFIED.

Faxed proposals will not be accepted.

If you wish to receive notification of bids, please email us your company information to purchasing@newtonma.gov , otherwise you may view all City of Newton public bids online at www.newtonma.gov/bids .

- B. **QUESTIONS/ADDENDUMS:** Inquiries involving procedural or technical matters should be directed in writing, no later than **Friday, August 15, 2014 at 12:00 noon** to:

purchasing@newtonma.gov or facsimile (617) 796-1227
Chief Procurement Officer
Purchasing Department
City of Newton
1000 Commonwealth Avenue
Newton, MA 02459

ADDENDUM: Each proposer is required to acknowledge any/all Addenda. Proposers shall place their acknowledgment as the first line of their Transmittal/Cover Page which shall be placed as the first page of the Technical Proposal as well as in the designated line of the Price Proposal.

Addenda will be posted online and emailed to every individual or firm on record as having received a set of Contract Documents. If you have downloaded the Request for Proposal from the internet, you must make your company known to the City of Newton, Purchasing Department by emailing or faxing your company's: name, address, phone, fax, and email address and include the RFP NUMBER (#15-10) and project title. It is the contractor's sole responsibility to ensure that they have received all addenda's prior to the RFP submittal date. Copies of addenda will be made available at the Purchasing Department and on the City's website: www.newtonma.gov/bids

If you have downloaded the RFP please be sure to email us (purchasing@newtonma.gov), your Name, Address, Phone and Fax numbers, email address and what RFP number and project title you have downloaded.

- C. EXAMINATION OF DOCUMENTS: Each proposer shall be satisfied, by personal examination of the location of the contemplated services and by any other means, as to the requirements of the contemplated services to enable the intelligent preparation of this proposal. The proposer shall be familiar with all RFP Documents before submitting the proposals in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information as to the nature and character of the area or contemplated service.
- D. The City of Newton will reject any and all bids when required to do so by the above referenced General Laws. In addition, the City of Newton reserves the right to waive minor informalities in any or all bids, or to reject any or all bids in whole or in part, if it be in the public interest to do so.
- E. TIMELINE:

RFP Released:	July 24, 2014 at 10:00 a.m.
Questions Submitted:	August 15, 2014 at 12:00 noon
Addenda w/Answers:	August 20, 2014 at 12:00 noon
Proposal Submittal:	September 4, 2014 at 10:00 a.m.
Award:	TBA

III. EVALUATION OF PROPOSALS

There will be no public opening of submitted proposals. Following the deadline for receipt, the *Chief Procurement Officer* will open the Technical Proposals and prepare a register of those firms submitting proposals which shall be available for public inspection. All proposal contents shall be confidential until the evaluation is final and award has been made.

The Technical Proposals shall be evaluated by an Evaluation Committee appointed by the *Chief Procurement Officer* who shall prepare their evaluation instructions based on the criteria contained herein.

Upon completion of the technical evaluation, the *Chief Procurement Officer* will open and evaluate the Price Proposals. A contract will be awarded to the responsive and responsible proposer whose proposal is determined to be most advantageous taking into consideration cost and evaluative criteria. The City reserves the right to reject any and all proposals and to award a contract as determined to be in the best interests of the City.

All proposals shall remain firm for sixty (60) calendar days after the proposal opening.

City of Newton
Newton Historical Commission
Early Industrial Period Architectural Survey - Phase III

NARRATIVE STATEMENT

The City of Newton Planning and Development Department provides staff assistance and preservation expertise to the Newton Historical Commission, local historic district commissions, and the overall community. Preservation staff has noticed targeted development pressure on historic buildings in the City of Newton, which has revealed data gaps in existing survey information and sparse documentation of Newton's historic properties. In FY10 the City of Newton completed an intensive level survey of the oldest architectural resources in the City, dating up through the Federal Period (c.1830). In FY12, the City began documenting buildings from the next major period of architectural development, the Early Industrial Period (1830-1870). Given the number of potential targets, the intensive-level survey of buildings from the Early Industrial Period has been broken up into phases. Phase I, (completed), surveyed 150 buildings dating from 1831-1850. Phase II (completed), also MHC funded, continued documentation of the Early Industrial Period (1830-1870) by surveying an additional 100 properties. The proposed Phase III will survey another 125 properties.

Our goal for the proposed FY14 project is to complete Phase III, which is to survey an additional 125 buildings dating from 1831-1870 in an effort to preserve these buildings and educate the public on their crucial role in Newton's architectural heritage. As with our ongoing survey project, we plan to thoroughly document the resources by filling the data gaps in previously completed architectural surveys; newly surveying undocumented or minimally documented resources; and making the information available to city staff and the public. Although the level of existing information about cultural resources in the City of Newton is comparatively high, we have found that architectural reconnaissance surveys completed over thirty years ago lack information that is valuable in evaluating historic significance, particularly for demolition-delay applications.

The sheer number of architectural surveys completed in Newton over the years show that Newton has an extraordinary collection of cultural resources. The City of Newton has recognized this fact, and has devoted significant municipal resources to planning for and preserving historic properties in Newton. However, improvements to the system are still necessary. In recent years, the lack of available buildable land in Newton has threatened older cultural resources with demolition, particularly buildings situated on large lots. Historic resources proposed to be studied in this survey were generally built on smaller lots, but are nevertheless undergoing intense development pressure because they are often located on multi-family zoned lots and now in desirable village center locations for new townhouses. It is the intention of the Planning and Development Department to use this survey project to better protect these vulnerable resources by expanding the public's understanding of Newton's early industrial roots; to further our program of public education, and enhance municipal coordination.

This work will culminate in a list of properties and/or districts that will be recommended for nomination to the National Register of Historic Places, if not already listed.

SCOPE OF WORK

PROJECT OBJECTIVES

The purpose of this project will be to undertake an intensive level survey of historic, cultural and architectural resources in the City of Newton, dating from 1831 to approximately 1870. This project will provide professional historic preservation survey expertise via a preservation consultant to the City of Newton, and is designed to build and expand upon previous efforts and existing survey information by documenting 125 properties. The survey will maximize the use of technological data sharing in the City, using, for example, the municipal GIS and Assessor's Department online database. Specific project goals are as follows:

- 1) To conduct a communitywide survey to assess and document approximately 125 selected cultural and architectural resources of the Early Industrial period, following Massachusetts Historical Commission (MHC) survey standards and methodology.
- 2) To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey;
- 3) To submit to MHC a list of individual properties and/or districts, which are recommended for nomination to the National Register of Historic Places.

The decision to target historic buildings in Newton by date rather than neighborhood is based on our intention to identify Early Industrial Period neighborhoods in Newton that have not been intensively surveyed, to identify unknown Early Industrial Period buildings, and to examine patterns of development. The MACRIS list for the City of Newton and the City of Newton's assessor's records contain a total of 1,202 buildings constructed in the target date range. Based upon completed survey work in Phase 1 the current target count of buildings in the period is 958 properties. As part of Phase II an additional 100 properties are being surveyed and in the course of this work additional targets will be eliminated due to satisfactory documentation, incorrect construction dates, or lack of integrity. Based upon work completed thus far in Phase 2, the majority of 234 targets from the Assessor's database have been eliminated as either substantially altered or constructed after the target date range. It is anticipated that after Phase 2 is complete that approximately 660 MACRIS and Assessors database targets will remain for Phase 3.

As with Phases I and II, efforts will be concentrated on properties that have not been previously surveyed as well as those without any special preservation protection. Properties within the identified target date range located within local historic districts or that have other preservation protections placed on them will not be resurveyed unless updated documentation is needed. The remaining resources with existing B Forms will be reviewed for their accuracy and will be resurveyed if updated or corrected documentation is needed. If research determines a property is outside of the target date range, the consultant will do the research necessary to confirm the later construction date and provide the corrected information for future survey updates and corrections to the City of Newton's Assessor's database. All qualified resources will be photographed and evaluated for National Register eligibility.

Ms. Holmes will manage the project, oversee selection of the consultant, and coordinate GIS updates. Ms. Holmes will also ensure that all available data is conveyed to the consultant and prepare public education materials for targeted property owners on the proposed project.

METHODOLOGY

The Analytical Framework:

The communitywide survey project will incorporate MHC criteria and methodology to current standards. (See MHC's Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts (1992), Survey Technical Bulletin #1 (1993), MHC Interim Survey Guidelines (March 1999, et seq.), MHC Interim Guidelines for Inventory Form Photographs (2009), and MHC's Interim Guidelines for Inventory Form Locational Information (2013). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's Standards and Guidelines for Identification (1983).

The MHC criteria for conducting a communitywide survey are designed to identify the full range of cultural resources. Cultural resources are the physical elements in the landscape that remain from historical patterns of human activity. There are many components of a community's historical development that are associated with the location and type of surviving cultural resources. A communitywide survey should therefore relate cultural resources to historic patterns of architectural development,

land use, economic development, social and demographic history, and events that had an impact on the community. The communitywide survey should recognize ethnic and cultural diversity within the community, and seek to identify cultural resources associated with the history of the minority social and cultural groups and individuals that may have played a role in the community's history.

The *MHC Reconnaissance Survey Town Report* for Newton (1981) and the corresponding MHC Reconnaissance Survey Regional Report for the Boston Basin, *Historic and Archaeological Resources of the Boston Area* (1982), existing survey forms and National Register nominations on file with the MHC will provide a preliminary framework and base of information for this analysis. Individual forms and area forms will expand upon the information in the *Town Report* and will relate inventoried properties to the significant themes in the historical development of Newton.

Phase Meetings:

The project consists of four phases. Project personnel, consisting of City of Newton preservation staff and a preservation consultant(s), will meet with MHC staff at MHC offices in Boston to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase, are described below.

The Inventory:

A qualified, outside consultant will complete the inventory. The communitywide survey will consider the full range of cultural resources in terms of period, theme, property type, architectural form and style, and geographic distribution. The survey will consider architectural and historic development from the end of the Federal period c.1830 through the Early Industrial period, c.1870. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The community survey will identify buildings and structures that are architecturally and historically significant in the history and development of the community during the early 19th century. The survey will include both representative and outstanding examples of the building forms, types, and styles present in the City of Newton.

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to MHC in accordance with the survey guidelines set forth in the MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) and *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999 et seq.), and *MHC Interim Guidelines for Inventory Form Photographs* (2009), *MHC Interim Guidelines for Inventory Form Locational Information* (2013), as well as the Secretary of the Interior's Standards and Guidelines for Identification (1983, copies available from the MHC). These publications and memoranda are all incorporated into this contract by reference. The work to be carried out during each phase, and products due at the end of each phase, are described on the following pages.

SCOPE OF WORK

Phase I (5 weeks)

Tasks:

- Meet with MHC staff to discuss the scope and inventory methodology of the project and to assess the available documentary materials (Newton History Museum and city archive files, collections and existing research, maps, local histories, etc.); (Holmes, Consultant)
 - Select maps, including a working map and large-scale assessor's base map, to identify inventoried areas and properties; (Holmes, Consultant)
- Confirm availability of electronic mapping and parcel data and of city-based GIS data suitable for use in the project; (Holmes, Consultant)
- Review existing inventory forms on file at the Newton History Museum and at the MHC; (Consultant)
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for selecting properties to be extensively researched in the survey. (Consultant)

Products:

- Working maps and large scale base map(s) to be used to identify inventoried properties
- Methodology statement, specifying:
 1. Survey objectives;
 2. Criteria for selecting properties for survey;
 3. Procedures to be followed in the survey and forms of products to be created;
 4. Expectations about the kind, location, and character of historic properties to be recorded;
 5. An assessment of existing documentation;
 6. A brief description of the amount and kinds of information to be gathered about the properties;
 7. Bibliography.

Phase I will be completed by Friday, October 24, 2014

Phase II (8 weeks)

Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research collections will include relevant local, regional and state library and archive collections as well as web-based research sites; (Consultant)
- Apply selection criteria and prepare list of specific properties to be surveyed; (Consultant)
- Complete representative draft inventory forms for different property types; (Consultant)
- Meet with NHC and MHC staff to review property lists and draft forms. (Holmes, Consultant)

Products:

- Excel spreadsheet of properties to be surveyed, arranged alphabetically by street address
- Representative draft inventory forms, to be submitted in both hard copy and MS Word format.

Phase II will be completed by Friday, December 19, 2014

Phase III (20 weeks)

Tasks:

- Conduct intensive research of properties selected for inventory; (Consultant)
- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources; (Consultant)
- Prepare draft list of all areas and resources recommended for National Register nomination; (Consultant)
- Prepare inventory forms with photographs and property location maps. Forms for any surveyed properties listed in the State Register of Historic Places must be marked at top front with appropriate designation code and date; (Consultant)
- Submit draft inventory forms with photographs, draft National Register contexts, and National Register recommendation to MHC and NHC for review and comment (comments to be incorporated during Phase IV); (Consultant)
- In consultation with NHC, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties. (Consultant)

Products:

- Unnumbered complete draft inventory forms for approximately 125 properties with photos and sketch maps for all areas, buildings, sites, structures, and parks/landscapes. (This information may optionally be submitted in electronic form only for this project phase [CD or DVD].)
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination.

Phase III will be complete by Friday, May 8, 2015.

Phase IV (7 weeks)

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III; (Consultant)
- Name MS Word files to conform to MHC file-naming convention; (Consultant)
- Complete National Register Criteria Statement forms to be attached to appropriate inventory forms; (Consultant)
- Prepare base map(s) identifying inventoried properties; (Consultant)
- Prepare street index of inventoried areas and properties. (Consultant)

Products:

- Hard-copy numbered MHC inventory forms for approximately 125 properties (two sets with original photographic prints: one for MHC and one for the NHC). Inventory forms will be printed on 24 lb. bond paper of at least 25% cotton fiber content. Photographs will be 3½" X 5½" or 4" by 6" digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75-year permanence rating. (The paper inventory forms may incorporate the electronic version photograph in addition to the attached photographic print.)
- Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for the NHC).
- Survey Final Report (four *paginated, unbound* copies (two for MHC, two for NHC) which will include the following sections:
 1. Abstract;
 2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from those expectations;
 3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties follow, arranged alphabetically by street name. Property name (if any) and inventory number also will be included on this list;
 4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places;
 5. List of revised construction dates for use by Assessor's Department;
 6. Further study recommendations; and
 7. Bibliography.
- CD containing a MS Word file for each inventory form. Each Word file will conform to MHC file naming convention, and incorporate photograph(s) and map(s). The CD will also include an MS Word version of the final survey report.
- A separate CD containing high-resolution TIF or JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images.

****The Survey Final Report will identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.**

Phase IV will be completed and submitted to the MHC and NHC by Friday, June 19, 2015

END OF SECTION

MINIMUM CRITERIA

Any proposer submitting a proposal for Collection Services must satisfy all the **Minimum Criteria**.

Proposals that do not demonstrate compliance with the Minimum Criteria will not be further considered.

The City will not award a contract except to a responsible and responsive proposer that has documented successful experience in accordance with the certain minimum requirements:

1. Combined key personnel (can be more than one person) have the following: (1) a Master's degree in History, Architectural History, Historic Preservation, Art History, or a closely related field; and (2) five years of professional experience in historic preservation.
2. Resumes provided for all project personnel.
3. Completed Bidder's Qualifications And References Form
4. Completed Certificate of Tax Compliance
5. Completed Certificate of Non-Collusion
6. Completed Debarment Letter
7. Completed IRS Form W-9

To the extent that a Minimum Criterion requires the certification of fact, the proposer's certification as to that fact shall be an adequate response provided, however, that on request the proposer shall provide to the City such evidence as the City may request to support that fact.

COMPARATIVE EVALUATION CRITERIA

The evaluation of each proposal for Early Industrial Period Architectural Survey services will be based upon the "Comparative Evaluation Criteria" described in this section. The following scale will be used to rate each evaluation criterion, as well as to determine a composite rating of each proposal:

"Highly Advantageous"

"Advantageous"

"Not Advantageous"

"Unacceptable"

An "Unacceptable" rating in any one of the criteria will eliminate a proposal from further consideration.

1. Quality and Depth of Project Experience:

Highly advantageous: The project proposal demonstrates superior experience in providing services related to the City's requirements. The project proposal demonstrates a wide depth of experience with similar projects (5 or more), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples are of outstanding quality in content and technical presentation.

Advantageous: The project proposal demonstrates solid experience in providing services related to the City's requirements. The project proposal demonstrates a good depth of experience with similar projects (3 to 5), and prior experience with municipally or privately funded not-to-exceed or fixed-fee contracts. Project work samples are of good quality in content and technical presentation.

Not Advantageous: The proposer has limited experience in providing services related to the City's requirements or with similar projects (less than 3), and prior experience with public or private, not-to-exceed or fixed fee contracts. Project work samples minimally meet current standards for content and technical presentation.

Unresponsive: Has not completed any design guidelines or projects similar in scope.

2. Qualifications of the Proposer:

Highly advantageous: The proposer's resume(s) demonstrate that proposer has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

Advantageous: The proposer's resume(s) demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements.

Not Advantageous: The proposer's resume(s) does not demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein.

Unresponsive: The proposer did not provide any resumes or background information for project personnel.

3. Completeness and Quality of Proposal:

Highly advantageous: Response is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the City. Evaluation team is completely convinced about the proposer's ability to provide the level of services as required by the City. Proposal demonstrates excellent communication and documentation skills.

Advantageous: Response is complete, informative, and meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the City. Proposal demonstrates a good level of communication and documentation skills.

Not Advantageous: Response lacks a comprehensive approach, but meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer may be able to perform in a manner acceptable to the City. Communication and documentation skills appear only adequate.

Unresponsive: Proposal lacks project information regarding the proposers approach to the project.

4. References (3)

One member of the Evaluation Committee will check three (3) references of all Consultant teams who meet the minimum criteria asking the same questions of each reference. The person who checks the references will prepare a report for the remaining evaluators.

Highly advantageous: All references contacted spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Advantageous: The great majority of references spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Not Advantageous: One reference stated that there had been significant difficulties with the proposer's ability to deliver the contracted services and deliverables.

Unresponsive: Proposal lacks references.

The selection process will include an evaluation procedure based on the criteria identified below. Finalists will be required to appear for an interview.

Project Fee

The City of Newton has established a budget not to exceed \$25,000 for the Scope of Work described herein. Project fees must be provided for each of the four phases of work as described, with aggregate fees being equal or less than the budget amount. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of work.

Price Proposal

Proposers shall use "ATTACHMENT A" to this RFP#15-10 - in submitting this price proposal. Please remember to submit your price proposal in a separately sealed marked envelope. Any Technical proposal with prices will be deemed unresponsive.

Contract Term:

Work under this RFP is expected to begin the day of contract execution and shall extend for 10 months.

END OF SECTION

ATTACHMENT A – PRICE PROPOSAL

City of Newton Planning Department

RFP #15-10 Early Industrial Period Architectural Survey Phase III

This form must be completed and placed, within your price proposal and ensure your envelope is marked:

“RFP #15 -10 Price Proposal-Early Industrial Period Architectural Survey Phase III”

Name of Firm or individual submitting bid: _____
(Please Print)

Contact Person _____

Address: _____

Telephone / FAX#: _____ / _____

E-mail address: _____

The proposer acknowledges the following addenda: ____, ____, ____, ____

PHASE #I \$ _____

PHASE #II \$ _____

PHASE #III \$ _____

PHASE #IV \$ _____

TOTAL COST \$ _____
(not to exceed \$25,000)

CITY OF NEWTON

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City of Newton for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____
2. WHEN ORGANIZED: _____
3. INCORPORATED? ____YES ____NO DATE AND STATE OF INCORPORATION: _____
4. IS YOUR BUSINESS A **MBE**? ____YES ____NO **WBE**? ____YES ____NO or **MWBE**? ____YES ____NO
- * 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

- * 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
____YES ____NO
IF YES, WHERE AND WHY?

- * 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? ____YES ____NO
IF YES, PROVIDE DETAILS.

- * 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

- * 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT _____ NAME: _____
OWNER: _____
CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

10. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City of Newton in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

END OF SECTION

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

(Signature of individual)

Name of Business

City of Newton



Mayor
Setti D. Warren

PURCHASING DEPARTMENT
NICHOLAS READ -CHIEF PROCUREMENT OFFICER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
purchasing@newtonma.gov

Telephone
(617) 796-1220
Fax:
(617) 796-1227
TDD/TTY
(617) 796-1089

Date

Vendor

Re: Debarment Letter for Request for Proposal **#15-10**

As a potential vendor on the above contract, the City requires that you provide a debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 “Debarment and Suspension“ requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

I hereby certify under pains and penalties of perjury that neither I nor any principal(s) of the Company identified below is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

_____(Name)
_____(Company)
_____(Address)
_____(Address)
PHONE _____ FAX _____
EMAIL _____

Signature

Date

If you have questions, please contact Nicholas Read, Chief Procurement Officer at (617) 796-1220.

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input checked="" type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶	Name
------------------	----------------------------	--------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

CONTRACT FORMS

The awarded bidder will be required to complete and submit documents substantially similar in form to the following.

These forms may need to be modified on account of changed circumstances, and are provided for informational purposes only.

City - Contractor Agreement #C -

Early Industrial Period Architectural Survey Phase III

This Agreement is entered into by and between

(hereinafter the "Contractor") and the City of Newton, a municipal corporation acting by and through its Planning Department but without personal liability to him (hereinafter the "City"); collectively, the "parties."

WHEREAS, the City needs the services of an Historic Preservation Professional; and

WHEREAS, the Contractor has submitted a responsive proposal for such services;

NOW THEREFORE, the parties agree as follows:

1. Incorporation of Attached Documents

The following documents, copies of which are attached hereto, are hereby incorporated as part of this Agreement:

-- City of Newton's Request for Proposal No. 15-10, dated _____ issued by, *Chief Procurement Officer* (hereinafter "Request for Proposals");

--Technical and Price Proposal of _____, each dated _____, 2014 and signed by _____, (hereinafter, "Contractor's Proposal");

2. Scope of Work

Documentation of 125 properties built approximately between 1831-1870 to the Massachusetts Historical Commission's standards using inventory forms.

3. Term of Agreement

Work under this RFP is expected to begin the day of contract execution and shall extend for 10 months.

4. Payment procedures

The Contractor shall be paid as follows:

The City of Newton has established a fee not to exceed twenty-five thousand dollars (\$25,000.00) for the Scope of Work described herein. At the completion of each of the four project phases, the Contractor shall be paid a portion of the project cost after the submission of an invoice.

5. Indemnification

The Contractor acknowledges and agrees that he is responsible as an INDEPENDENT CONTRACTOR for all services provided under this Agreement and for all the acts of her employees and agents hereunder and agrees that she will indemnify and hold harmless the City and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from, the performance of the services to be performed under this Agreement.

6. Insurance

The Contractor will provide the City with a certificate of insurance reflecting Comprehensive General Liability Insurance with a limit of liability of at least One Million Dollars (\$1,000,000.00) and evidence of workers compensation insurance covering employees of the Contractor. The Comprehensive General Liability policy must name the City as an additional insured and the certificate must reflect this status.

7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

8. Non-assignability

This Agreement and the duties of the Contractor to be performed hereunder or any payments due or accrued to the Contractor shall not be assigned or subcontracted.

9. Entire Agreement

This Agreement represents the entire understanding between the Contractor and the City. No change of any of the within terms and conditions can be made, except by written amendment(s) hereto and signed by both parties. This Agreement and any such amendments shall become binding on the City upon the execution thereof by the Mayor of Newton.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have set their hands and seals to this and two like originals.

CONTRACTOR

By _____

Print Name _____

Title _____

Date _____

Affix Corporate Seal here

City funds are available in the following
account numbers:

21B11418-5301 -

19B11411-5301 -

I further certify that the Mayor, or his designee,
is authorized to execute contracts and approve
change orders.

By _____

Comptroller of Accounts

Date _____

CITY OF NEWTON

By _____

Chief Procurement Officer

Date _____

By _____

Director of Planning and Development

Date _____

Approved as to Legal Form and Character

By _____

Associate City Solicitor

Date _____

CONTRACT AND BONDS APPROVED

By _____

Mayor or his designee

Date _____

CERTIFICATE OF AUTHORITY - CORPORATE

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)
2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds.**)
3. is the duly elected _____
(insert the title of the officer in line 2)
4. of said corporation, and that on _____
(insert a date that is ***ON OR BEFORE*** the date the officer signed the **contract and bonds.**)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ *AFFIX CORPORATE*
(Signature of **Clerk or Secretary**)* *SEAL HERE*

7. Name: _____
(Please print or type name in line 6)*

8. Date: _____
(insert a date that in ***ON OR AFTER*** the date the officer signed the **contract and bonds.**)

* The name and signature inserted in lines 6 & 7 **must** be that of the **Clerk or Secretary** of the corporation.

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L. c.62C, §49A and requirements of the City, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.*

**Signature of Individual
Or Corporate Contractor (Mandatory)

Print Name:_____

By:_____
Corporate Officer
(Mandatory, if applicable)

Print Name:_____

***Contractor's Social Security Number
(Voluntary) or Federal Identification Number

Date:_____

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

**Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

***Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

CERTIFICATE OF FOREIGN CORPORATION (if applicable)

The undersigned hereby certifies that it has been duly establish, organized, or chartered as a corporation under the laws of:

(Jurisdiction)

The undersigned further certifies that it has complied with the requirements of M.G.L. c30, §39L and with the requirements of M.G.L. c.181 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.

Name of person signed proposal

Signature of person signed proposal

Name of Business (Please Print or Type)

Affix Corporate Seal Here